

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 6: Probation**  
**Chapter 1: General Administration**  
**Section 6-101: Administration of State Funded Probation Services**

**A. Definitions.** In this section the following definitions apply:

**Administrative director** means the administrative director of the Administrative Office of the Courts (AOC) and the director's designee.

**Court** means the superior court.

**B. Applicability.** Pursuant to Article VI, Section 3 of the Arizona Constitution, the AOC shall administer all state funded probation services on behalf of the supreme court.

**C. Purpose.** Outline and clarify the role of the AOC in the administration of state funded probation services.

**D. General Administration.**

1. The AOC shall:

- a. Administer and direct state funds for probation services on behalf of the supreme court;
- b. Monitor probation departments receiving state funds for probation services;
- c. Prepare written material setting forth various techniques, practices, guidelines and other recommendations regarding the management of state funded probation services and distribute this material to appropriate superior court and probation personnel;
- d. Inspect, audit or have audited the records of any court receiving state funds for probation services;
- e. Prescribe and adopt procedures, forms and reports necessary for financial administration, program administration and management of state funds for probation services;
- f. Conduct seminars and educational sessions regarding the purpose and management of state funded probation services;
- g. Establish performance measures and expectations in consultation with the court for determining compliance with each court's program plan and budget request;

- h. Assist courts in developing their program plans and budget requests;
  - i. Provide general assistance to courts on the administration and management of state funds for probation services; and
  - j. Adopt other administrative practices and procedures, consistent with this code, as necessary for the administration of state funded probation services.
- 2. For purposes of uniform administration, each probation department and juvenile court receiving state funds for probation services shall comply with this code.

**E. Allocation and Management of Funds.** The administrative director shall allocate available state monies among courts requesting state funds for probation services. The administrative director may prepare and implement procedures for allocation and adjusting state funds among courts.

**F. Allocation and Management of State Funded Personnel Placements.** The administrative director shall allocate state funded personnel placements among courts. The administrative director may prepare and implement procedures for adjusting allocated placements and associated monies among courts.

*Adopted by Administrative Order 2001-41 effective March 29, 2001.*